



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Community Development Tourist Division RM. 607 Trinity-Washington Building Atl. Ga.	Application Number 76-283	
Application Number		Date Received AUG - 9 1978	Date Completed AUG 17 1976
2. Person to Contact Warren Young		Working Title Supervisor, Georgia Welcome Centers	Telephone Number 656-3592
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1971 to Date		5. Records Series Title (followed by title used in office, if different) Welcome Center Visitors Statistics File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Tourist Division is responsible for planning and conducting programs to promote increased convention, vacation, and recreational travel into and within Georgia. The Division operates and maintains the Georgia Welcome Centers located throughout the State.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording monthly the number of people who visit the Georgia Welcome Centers. Included are: forms (no number) titled Current Month and Year to Date Registration and Estimated Visits at Georgia Welcome Centers with Percentage Changes Over Prior Years Data. File is arranged: Chronologically by month.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____ 1/4; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy, partially pub. in many forms
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, partially reproduced in Dept. annual reports and budget.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy maintained in College of Business Administration, Univ. of Ga.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Information needed for research, and budget projects

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
Warren	8-9-76														
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td>[Signature]</td> <td>8-16-76</td> </tr> <tr> <td>Secretary of State/Designee</td> <td>Canell Hart</td> <td>8-11-76</td> </tr> <tr> <td>Attorney General/Designee</td> <td>[Signature]</td> <td>8-16-76</td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	[Signature]	8-16-76	Secretary of State/Designee	Canell Hart	8-11-76	Attorney General/Designee	[Signature]	8-16-76
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